



## CITY OF LODI

## COUNCIL COMMUNICATION

**AGENDA TITLE:** Adoption of *City of Lodi Records, Access, Retention, Reproduction and Destruction Manual*

**MEETING DATE:** December 17, 1997

**SUBMITTED BY:** City Clerk

**RECOMMENDED ACTION:** That the City Council adopt resolution approving the attached *City of Lodi Records, Access, Retention, Reproduction and Destruction Manual* as the official records management plan of the City of Lodi.

**BACKGROUND INFORMATION:** It has been a number of years since the records management for the City of Lodi has been updated. In this litigious era, it is most important that it be followed by all departments of the City. This manual is a compilation of all State statutes dealing with records as they pertain to City government.

The *City of Lodi Records, Access, Retention, Reproduction and Destruction Manual* has been reviewed and approved as to content form by the City Attorney's office. Upon receipt of City Council approval, printed copies will be distributed to all departments within the City as a guideline for their records management programs.

**FUNDING:** None required.

*Alice M. Reimche*  
Alice M. Reimche  
City Clerk

**APPROVED:** \_\_\_\_\_  
H. Dixon Flynn -- City Manager

RESOLUTION NO. 97-205

A RESOLUTION OF THE LODI CITY COUNCIL  
ADOPTING THE CITY OF LODI PUBLIC RECORDS,  
ACCESS, RETENTION, REPRODUCTION AND  
DESTRUCTION MANUAL

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RESOLVED, that the Lodi City Council does hereby approve and adopt the City of Lodi Public Records Access, Retention, Reproduction and Destruction Manual, on file in the City Clerk's Office.

Dated: December 17, 1997

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I hereby certify that Resolution No. 97-205 was passed and adopted by the City Council of the City of Lodi in a regular meeting held December 17, 1997 by the following vote:

AYES: Council Members – Land, Mann, Pennino, Warner and  
Sieglock (Mayor)

NOES: Council Members - None

ABSENT: Council Members - None

ABSTAIN: Council Members - None

  
ALICE M. REIMCHE  
City Clerk